

Rulemaking Steps

1. Contact Executive Secretariat for Regulatory Information Number (RIN).
2. Complete Alert form electronically (to alert other DOI bureaus).
3. Add rulemaking to 90-day list for OMB.
4. Create Regulatory Information Data form for Executive Secretariat, submit for OMB's semi-annual agenda.
5. Draft proposed rule.
6. Begin drafting Record of Compliance (ROC).
7. Begin compliance work:
 - 7a. NEPA
 - 7b. Regulatory Flexibility Analysis
 - 7c. SBREFA
 - 7d. Information Collection*****
8. Finish Record of Compliance and distribute.
9. Have solicitor complete legal review of rule.
10. Complete full internal agency review, edit as necessary.
11. Submit rule and compliance documents to OMB as required. (Up to 90 days.)
12. Negotiate with OMB on edits as necessary and incorporate.
13. Create Federal Register package (letter, disk, DI-1) for rule and send to FR.
14. Accept and organize public comments following 60-day comment period.
15. Analyze public comments and formulate agency responses for final rule.
16. Draft final rule.
17. Finish all compliance work.
18. Have solicitor complete legal review of rule.
19. Complete full internal agency review, edit as necessary.
20. Submit rule and final compliance documents to OMB as required. (Up to 45 days if no changes from proposed rule; up to 90 days if changes were made.)
21. Negotiate with OMB on edits as necessary and incorporate.
22. Obtain Assistant Secretary's signature on final rule.
23. Obtain final clearance from Executive Secretariat office.
24. Distribute final rule to the House, Senate and GAO prior to publication.
25. Create Federal Register package (letter, disk, DI-1) for rule and send to FR. (Rule generally becomes effective 30 days after it is sent to Congress.)
26. Notify the park or program staff of publication of final rule.
27. Update semi-annual agenda.

* Additional tasks which occur at no specific point include:

- responding to information requests from organizations, the public, and Congress
- assisting in the drafting of press releases and other related public material
- assisting in the editing of the compliance documents
- preparing briefing material/presentations for agency personnel